

## **Notification**

The **Economy and Transport Board** meeting will be held on **Thursday 22 March 2012 11.00am** in **Westminster Suite, 8<sup>th</sup> Floor, Local Government House, Smith Square, London, SW1P 3HZ.**

**Please note that there will be a Lead Members' Pre-meeting at 9.15am in Meeting Room 6.**

Refreshments will be available upon arrival and lunch will be at 1.00pm.

## **Apologies**

Please notify your political group office (see contact telephone numbers below) if you are unable to attend this meeting, so that a substitute can be arranged and catering numbers adjusted, if necessary.

**Labour:** Aicha Less: 020 7664 3263 email: [aicha.less@local.gov.uk](mailto:aicha.less@local.gov.uk)  
**Conservative:** Luke Taylor: 020 7664 3264 email: [luke.taylor@local.gov.uk](mailto:luke.taylor@local.gov.uk)  
**Liberal Democrat:** Evelyn Mark: 020 7664 3235 email: [libdem@local.gov.uk](mailto:libdem@local.gov.uk)  
**Independent:** Group Office: 020 7664 3224 email: [independentgroup@local.gov.uk](mailto:independentgroup@local.gov.uk)

## **Attendance Sheet**

Please ensure that you sign the attendance register, which will be available in the meeting room. It is the only record of your presence at the meeting.

## **Location**

A map showing the location of Local Government House is printed on the back cover.

## **Contact**

Virginia Ponton (Tel: 020 7664 3068, email: [virginia.ponton@local.gov.uk](mailto:virginia.ponton@local.gov.uk))

## **Carers' Allowance**

As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £6.08 per hour is available to cover the cost of dependants (ie. Children, elderly people or people with disabilities) incurred as a result of attending this meeting.

## **Hotels and travel**

The LGA has now negotiated preferential rates with Club Quarters Hotels in central London, opposite Trafalgar Square, in the City near St Pauls Cathedral and in Gracechurch Street, in the City, near the Bank of England. These hotels are all within easy travelling distance from Local Government House. A standard room in a Club Quarters Hotel, at the negotiated rate, should cost no more than £149 per night. To book a room at Club Quarters Hotels please use their website: <http://www.clubquarters.com>. Once on the website enter the password: localgovernmentgroup and you should receive the LGA negotiated rate for your booking.